

VILLAGE OF CASSOPOLIS

DIRECTORY

ELECTED OFFICIALS

APPOINTED OFFICIALS

COMMITTEES

BOARDS AND COMMISSIONS

As of March 9, 2020

VILLAGE OF CASSOPOLIS
DIRECTORY
TABLE OF CONTENTS

Village Council.....3
Appointed Administrative Officials.....4
Cemetery Board.....5
Construction Board of Appeals.....6
Finance Committee.....6
Parks, Recreation, Youth & Senior Policy Advisory Committee.....7
Personnel Policy Committee..... 7
Planning Commission.....8
Rental Appeal Board.9
Zoning Board of Appeals..... 9
Cassopolis Area Utilities Authority (CAUA).....9
Schedule of Meeting Dates11

**VILLAGE COUNCIL
MEETINGS
SECOND & FOURTH MONDAY OF THE MONTH
6:30 P.M.
VILLAGE HALL
117 S. BROADWAY – SECOND FLOOR-SUITE 100**

POSITION	TERM	PHONE	E-MAIL
<u>PRESIDENT</u>			
David Johnson 624 S. O’Keefe St. Cassopolis, MI 49031	11/20/2020	317-223-8947 (C)	djvoctrustee@gmail.com
<u>PRO-TEM</u>			
Frank Williams, Jr. 259 N. O’Keefe St. Cassopolis, MI 49031	11/20/2020	616-292-3353 (C)	frankndfan1@gmail.com
<u>TRUSTEE</u>			
Mitchell Conner 501 E. South St. Cassopolis, MI 49031	11/20/2022	269-591-0428 (C)	mitchellconner603@gmail.com
Kim Parsons 408 E. Jefferson Cassopolis, MI 49031	11/20/2020	269-208-3321(C)	kim.parsons007@gmail.com
Geraldine Norwood-Sims 115 Hilltop Ln. Cassopolis, MI 49031	11/20/2022	269-445-2885 (H) 574-210-0082 (C)	gerino369@comcast.net
Eugene Wagner 202 N. Broadway Cassopolis, MI 49031	11/20/2020	269-445-2435 (W)	efw@wagnercares.com
Stefon Luckey 217 W. State St. Cassopolis, MI 49031	11/20/2020	269-228-6417 (C)	srluckey91@gmail.com

APPOINTED ADMINISTRATIVE OFFICIALS

POSITION	TERM	PHONE	E-MAIL
Manager Emilie Sarratore	N/A	269-655-4473 (C)	manager@cassopolis-mi.us
Clerk Tonia Betty	March 2021	347-742-8971 (C)	clerk@cassopolis-mi.us
Treasurer Jacqueline Collins	March 2022	269-445-8648 (O)	jcollins@cassopolis-mi.us
Police Chief Brian LaValle	Contract	269-635-0297 (C)	chief@cassopolis-mi.us
DPW Superintendent & Street Administrator Ben Anderson	March 2021	266-591-0423 (C)	banderson@cassopolis-mi.us
Building Inspector Rich Drews 63743 Walnut Rd. Vandalia, MI 49095	March 2021	269-476-8887 (C) Office Hours: Tuesday 4 p.m. to 5 p.m.	redrews348@hotmail.com
Electrical Inspector Ken Simpson 10349 Jones Rd. Berrien Center, MI 49102	March 2021	269-471-5869 (O)	ksimpson.insp@gmail.com
Plumbing/Mechanical Inspector John Dobberteen 32097 Bertrand Rd. Niles, MI 49120	March 2021	269-651-4567 (O)	dobberteeninc@gmail.com

APPOINTED ADMINISTRATIVE OFFICIALS, CONT.

POSITION	TERM	PHONE	E-MAIL
Attorney Clark Hill P.L.C. 200 Ottawa Avenue NW Grand Rapids, MI 49503	March 2021	269-966-3000 (O)	
Assessor Bill Kays 72883 CR 687 Hartford, MI 49057	March 2021	269-621-3604 (C)	kayswj@gmail.com
Ordinance Enforcement Zoning Solutions LLC	March 2021		

CEMETERY BOARD (4 YR TERM)
Meets As Needed

POSITION	TERM	PHONE	E-MAIL
Chairperson Jacqueline Collins 110 S. Disbrow Cassopolis, MI 49031	March 2022	269-445-8648 (O)	jcollins@cassopolis-mi.us
Ben Anderson DPW Superintendent Cassopolis, MI 49031	March 2023	269-591-0423 (C)	banderson@cassopolis-mi.us
Advisory: (not a voting member) Eugene Wagner 202 N. Broadway Cassopolis, MI 49031	March 2023	269-445-2435 (C)	efw@wagnercares.com

What this organization does:

The Cemetery Board is responsible for establishing the policies for the use of the Cemetery. The Board recommends capital improvement plans to the Village Council, as well as for other major cemetery policy issues.

How members are selected:

The President appoints members to the Cemetery Board every four (4) years.

CONSTRUCTION BOARD OF APPEALS (3 YR TERM)

This board is required by the Michigan Building Codes and meets only when an appeal has been filed.

POSITION	TERM	PHONE
Brad Dlouhy 5514 Jenny Ln. Coloma, MI 49038	March 2022	269-468-3770
Rich Drews 63743 Walnut Rd. Vandalia, MI 49095	March 2023	269-476-8887
Adam Dahlgren 21670 Shiawassee Dr. Cassopolis, MI 49031	March 2021	269-445-8085

FINANCE COMMITTEE

April to June annually and as needed for amendments.

POSITION	TERM	PHONE	E-MAIL
Kim Parsons 408 E. Jefferson Cassopolis, MI 49031	Annual	269-208-3321(C)	kim.parsons007@gmail.com
David Johnson 624 S. O’Keefe St. Cassopolis, MI 49031	Annual	317-223-8947 (C)	djvoctrustee@gmail.com
Mitchell Conner 501 E. South St. Cassopolis, MI 49031	Annual	269-591-0428 (C)	mitchellconner603@gmail.com

How members are selected:

The Finance Committee is comprised of the Village President and two Trustees for the purpose of Budget development. The Village President will appoint, with consent of the board, two (2) trustees to serve on the Finance Committee at its April meeting of each year.

What this organization does:

The Finance Committee will meet beginning in April each year, after appointment, to start evaluating and analyzing the existing budget, and from that develop revenue and expense projections departmentally and

will work with Village staff including the Village Manager, the Village Clerk and the Village Treasurer. The Finance Committee along with staff will present a proposed budget to the full board of trustees at a special work session prior to the adoption of the budget, which must be done by June 30th of every year. The Finance Committee outside the months of budget development will remain idle except in times when a budget amendment may be necessary during the fiscal year. The Finance Committee will be in existence indefinitely from fiscal year to fiscal year but will be most active from April through June of each calendar year for budget development.

PARKS, RECREATION, YOUTH AND SENIOR POLICY ADVISORY COMMITTEE

POSITION	TERM	PHONE	E-MAIL
Mitchell Conner 501 E. South St. Cassopolis, MI 49031	Annual	269-591-0428 (C)	mitchellconner603@gmail.com
Geraldine Norwood-Sims 115 Hilltop Ln. Cassopolis, MI 49031	Annual	269-445-2885 (H) 574-210-0082 (C)	gerino369@comcast.net
Frank Williams, Jr. 259 N. O'Keefe St. Cassopolis, MI 49031	Annual	616-292-3353 (C)	frankndfan1@gmail.com

How members are selected:

The Parks, Recreation, Youth and Senior Policy Advisory Committee is comprised of the Village three Trustees for the purpose of planning and developing essential parks and recreational services for the youth and seniors within the Village; specifically concentrating on parks development. The Village President will appoint, with consent of the board, three (3) trustees to serve on the Parks, Recreation, Youth and Senior Policy Advisory Committee at its April meeting of each year.

What this organization does:

The Parks, Recreation, Youth and Senior Policy Advisory Committee will meet beginning in April each year, after appointment, to start evaluating and analyzing the existing budget, and from that develop projects departmentally and will work with Village staff including the Village Manager, the Village Clerk and the Village Treasurer. The Parks, Recreation, Youth and Senior Policy Advisory Committee along with staff will present a proposed budget to the full board of trustees at a work session prior to the adoption of the budget, which must be done by June 30th of every year. The Parks, Recreation, Youth and Senior Policy Advisory Committee will work to pursue the goals outlined in the approved scope of projects and budget. The Parks, Recreation, Youth and Senior Policy Advisory Committee will meet monthly on an as needed basis to further their mission.

PERSONNEL COMMITTEE

POSITION	TERM	PHONE	E-MAIL
Kim Parsons 408 E. Jefferson Cassopolis, MI 49031	Annual	269-208-3321(C)	kim.parsons007@gmail.com
David Johnson 624 S. O'Keefe St. Cassopolis, MI 49031	Annual	317-223-8947 (C)	djvoctrustee@gmail.com
Eugene Wagner 202 N. Broadway Cassopolis, MI 49031	Annual	269-445-2435 (C)	efw@wagnercares.com

PLANNING COMMISSION (3 YR TERM)

POSITION	TERM	PHONE	E-MAIL
Chairperson			
Lisa Cutting 113 S. O'Keefe St. Cassopolis, MI 49031	March 2022	269-228-1014 (C)	lisac@cassco.org
Council Representative			
Stefon Luckey 217 W. State St. Cassopolis, MI 49031	March 2023	269-228-6417 (C)	srluckey91@gmail.com
Melody Cutting 113 S. O'Keefe St Cassopolis, MI 49031	March 2023	269-635-0420 (C)	melodycutting@gmail.com
Yeison Hidalgo 142 S. Broadway Cassopolis, MI 49031	March 2022	805-336-8547(C)	hidalgo_yeison@yahoo.com
Jason Smith 325 S. Fulton St. Cassopolis, MI 49031	March 2023	269-414-1050 (C)	jeismith33@yahoo.com

What this organization does:

The Planning Commission has been organized through state law to develop and administer the master land use plan (Comprehensive Plan). The Comprehensive Plan governs the way in which land may be used around the Village, and the Planning Commission utilizes a series of rules and regulations, as well as review processes, to ensure that land use is carried out in a way that provides for the orderly and efficient provision of public goods (water, sewer, roads, public parks, public safety, etc.).

The Comprehensive Plan needs to be updated every five (5) years. An update can be as simple as a periodic review and a reaffirmation of this plan or may as extensive as a major rewrite. The Zoning Ordinance, which is the body of rules and regulations that provide that meat to the plan’s bones, should reflect the latest plan to the greatest extent possible.

How members are selected: The Village President selects members for staggered three-year (3) terms.

RENTAL APPEAL BOARD

Meet as needed

**This board has not been initiated.

ZONING BOARD OF APPEALS (3 YR TERM)

POSITION	TERM	PHONE	E-MAIL
Robert Collins 110 S. Disbrow Cassopolis, MI 49031	March 2020	269-445-8984 (H)	
Frank Williams, Jr. 259 N. O’Keefe St. Cassopolis, MI 49031	March 2020	616-292-3353 (C)	frankndfan1@gmail.com
Jeri Weston 251 N. O’Keefe St. Cassopolis, MI 49031	March 2021	269-479-6227 (H)	
Travis Conner 504 E. South Cassopolis, MI 49031	March 2021	269-228-2233 (C)	connertc8@gmail.com
Delshawn Wicker 329 N. Broadway Apt. C Cassopolis, MI 49031	March 2021	574-326-2537 (C)	

CASSOPOLIS AREA UTILITIES AUTHORITY

3rd Monday of each month at 7:00 p.m.

The CAUA Board has been contracted by the Village of Cassopolis, LaGrange Township, Penn Township, Jefferson Township and Calvin Township to govern the four township's sewer systems. The township's system includes the Diamond Lake and Donnell Lake Sewer System, as well as any new sewer systems added within those four townships outside of the Village limits. The CAUA, in turn, contracts back with the Village for the operations and maintenance of the townships' systems.

The CAUA's contract with the Village is for the Village to conduct all maintenance and repair on the townships' systems, short of major replacement/repair and/or capital replacement of the system. This provides an additional workload for the DPW, but at the same time, provides a cash flow to pay for personnel and equipment costs that the Village would not otherwise have available.

Additionally, the CAUA and the Village have agreed to share the costs of operating the "combined system", meaning that portion of the Village's sewer system, which is dedicated to carrying sewage from both the Village and the townships' system (i.e., the Interceptor to Dowagiac). This introduces an economy of scale in the operation of the Village's sewer system that the Village would not otherwise have available.

The Village and Penn Township each have two (2) appointed voting representatives on the CAUA. LaGrange, Jefferson and Calvin Townships have one (1) appointed voting representative.

CAUA MEMBERS

LaGrange Township:

Gene Decker
61622 Channel Dr.
Cassopolis, MI 49031
(Phone unlisted)

Penn Township:

Harry Shaffer	Dianna McGrew
20806 Diamond Shores St.	20500 Cara Ave
Cassopolis, MI 49031	Cassopolis, MI 49031

Jefferson Township:

Dean Haas
22291 Kamp Kozy Rd.
Cassopolis, MI 49031
269-445-3978

Village of Cassopolis:

Emilie Sarratore, Village Manager Tonia Betty, Village Clerk

Calvin Township:

Mike Seedorf
21616 Lake St.
Cassopolis, MI 49031
269-445-8845

**Commissions and Committees
Meeting Dates & Times**

BOARD	MEETING SCHEDULE
Village Council	2 nd Monday of each month @ 6:30 p.m.
Cemetery Board	As Needed
Construction Board of Appeals	As Needed w/Proper Legal Notice
Parks & Recreation	As Needed
Personnel Committee	As Needed
Planning Commission	As Needed
Zoning Board of Appeals	As Needed
CAUA	3 rd Monday of each month @ 7:00 p.m.